

## FEDERAL INFORMATION SOURCES/RESOURCES

### PROCEDURES FOR PREPARING AND SUBMITTING INFORMATION SOURCES/RESOURCES DATA FORMS

The following material details instructions and procedures for submitting Federal Information Sources/Resources data to GAO as required by the Congressional Budget Act of 1974.

Agencies should submit a completed form on each major information source/resource as defined below; submissions should be typed on Federal Information Sources/Resources, GAO Form 539. Major information Sources/Resources include: 1) those which are directed at fulfilling an agency or organization's mission; 2) entail large expenditures; and 3) require special management attention.

In classifying a source/resource as major, consideration should be given to the relative importance of its contents to 1) supporting agency heads in their policy decision-making process, and 2) assisting agency or agency components heads in responding to external requirements for information such as the President, Congress, GAO, CBO, OMB, and Treasury. Such criteria as dollar resources, size, information content, purpose (budget and programmatic), and scope shall be used to determine whether an agency's information source/resource should be considered "major" as stipulated in this requirement. These criteria shall be determined by the agency in cooperation with the GAO inventory project staff. Agencies are requested to review annually their total information capabilities, including previous submissions.

#### Information Source (Definition)

For the purpose of this inventory, an Information Source is a major publication or compilation produced in support of an agency's mission. Examples of Information sources include:

- Catalogs
- Bibliographies
- Serials
- Guidebooks
- Directories
- Manuals

--Dictionaries/Thesauri

--Statistical Tables

Information Resource (Definition)

An Information Resource is a major information collection or dissemination facility that supports an agency's mission. Example of Information Resources include:

--Special Libraries

--Clearinghouses

--Research Centers

--Document Centers

--Information Networks

--Information Analysis Centers

The completed forms and any questions or comments should be directed to:

Johnny R. Bowen  
Program Analysis Division  
U.S. General Accounting Office  
441 G Street, N.W., Room 5008  
Washington, D.C. 20548

Telephone: 202-275-1837

Instructions for Completing GAO Form 539

These instruction pertain to the completion of (1) blank GAO Form 539's (2) partially completed GAO Form 539's, and (3) a validation listing of previously reported source/resource information.

Completion of BLANK GAO Form 539's (enclosure 1)

A blank GAO Form 539 (enclosure 1) should be completed for each major information source and information resource that has not been previously submitted to GAO. Please provide all the information requested on the form.

Completion of Partially Completed Form 539's (enclosure 2)

Enclosed are some partially completed GAO Form 539's which are not currently contained in our Inventory of

Federal Sources/Resources (enclosure 2). The partial information has been identified by our staff through literature searches as possible candidates for inclusion in the inventory. We request you evaluate these sources/resources in light of the definition of a major source/resource. Then if in agreement, complete the remaining fields and return the form to GAO.

Validation of Previously Reported Information (enclosure 3)

Enclosure 3 contains a list of previously reported information by your agency. Please review this information for accuracy. Any changes, modifications, additions or deletions of information should be penned neatly using capital letters for ONLY those portions requiring a change.

The instructions for the completion of the inventory are delineated below. Each numbered item corresponds to the numbered field on GAO Form 539. Additional copies of forms and instructions may be obtained from the Program Analysis Division contact listed above.

1. AGENCY: Identify the name of your department or agency, along with the bureau and major subordinate office which is responsible for the source or resource.
2. ACCESSION NUMBER: GAO USE ONLY
3. AGENCY CONTROL NUMBER:  
Enter your agency's internally assigned referencing number or code, if applicable.
4. TITLE: Enter the source/resource title or identifying name.
5. AGENCY CONTACT: Identify the name and telephone number of the person who can provide additional information about the source or resource.
6. CONTROL SPECIFICATIONS:
  - A. Submission status - Indicate whether submission changes information previously submitted; is new to the inventory; or deletes a previous submission.

NOTE: Determine if submission is either a source or resource as defined earlier; proceed to fill in either Section 6B or 6C (not both).

B. Source - Check block if submission is a document.

Type of document - Provide the type of format of the publication, i.e., catalog, directory, tables, serial, etc.

Date of publication - Give the year the document was issued or the frequency of issuance if a serial publication.

Volumes/pagination - Indicate the number of volumes, if more than one, and the number of pages in each volume. If only one volume, list only the number of pages. If a serial indicate that it varies.

Publication price - List the price of the document if less than three years old.

Primary author - If there is a personal author or editor responsible for the publication, please provide the name and telephone number of the person.

C. Resource - Check block if submission is a facility.

Type of facility - Provide the type of resource facility, i.e., library, clearinghouse, information center, research center, etc.

Date established - List the year when facility or service was started.

Size of collection - Indicate the number of volumes; files on record; holdings or other description that reflects the total items represented at the facility.

Facility address - Provide the address of the facility and primary telephone number.

7. GEOGRAPHIC RELEVANCE: Indicate the levels of geographic reference utilized when aggregating data utilized in the source or resource i.e., national, state, county, city, standard metropolitan area (SMSA), Congressional district, or specify other level. Check one or more as appropriate.
8. AVAILABILITY (Sources only): Indicate whether the information source is publicly available through: the agency contact, Government Printing Office (GPO), National Technical Information Service (NTIS), restricted to internal use only.

9. BUDGET REFERENCE: A) List the 11 digit OMB ID code as stated in the Appendix to the Budget of the United States Government; B) identify the agency program(s)\* or administrative activity associated with the source or resource and the corresponding code number. Please cite the applicable domestic catalog number, if applicable, from the OMB Catalog of Federal Domestic Assistance; C) Indicate the related OMB account title(s) that are listed in the Budget Appendix for each ID code number.
10. AUTHORIZING LEGISLATION: Provide the statutory authority Public Law number and section; Statutes at Large (Stat.); U.S. Code citation; and Public Law name for the program(s) associated with the source/resource.
11. CONGRESSIONAL RELEVANCE: Leave this field blank.
12. CONTENT/ABSTRACT: Provide a summary of the source or resource contents with emphasis on: principal subject matter; data coverage; and major characteristics. (Please limit Abstract to 250 words.)
13. REMARKS: This space may be used to provide additional information about the source or resource.

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\*A program is an organized set of activities directed toward a common purpose, objective, or goal undertaken or proposed by an agency in order to carry out its legislated responsibilities.

GAO FORM 539  
(Rev. 2-79)INVENTORY OF FEDERAL INFORMATION SOURCES/RESOURCES  
U.S. GENERAL ACCOUNTING OFFICE  
PROGRAM ANALYSIS DIVISION

1. AGENCY Department of Health, Education and Welfare Bureau Assistant Secretary for Health Office					2. ACCESSION NUMBER (GAO use only) <b>I</b>	
4. TITLE/NAME National Center for Health Statistics					3. AGENCY CONTROL NUMBER (if applicable) AGENCY CONTACT Name Edward B. Perrin Telephone 301 443-1200 (area code) (number)	
6. CONTROL SPECIFICATIONS						
A. Submission Status: <input type="checkbox"/> Change <input checked="" type="checkbox"/> New <input type="checkbox"/> Delete						
(Check either B or C)	B. <input type="checkbox"/> Source (document)	Type of Document	Date of Publication	Volumes/Designation	Publication Price	Primary Author Name Telephone (area code) (number)
	C. <input type="checkbox"/> Resource (facility)	Type of Facility Research Center	Date Established 1960	Size of Collection	Facility Address National Center for Health Statistics Rockville, Maryland 20852 Telephone 301 443-1200 (area code) (number)	
7. GEOGRAPHIC RELEVANCE						
<input checked="" type="checkbox"/> International <input checked="" type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Congressional District <input type="checkbox"/> SMSA <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Non-applicable						
8. AVAILABILITY (Sources only)						
<input checked="" type="checkbox"/> Agency Contact <input type="checkbox"/> GPO <input type="checkbox"/> NTIS <input type="checkbox"/> Internal Use Only <input type="checkbox"/> Other (Specify)						
9. BUDGET REFERENCE						
A. OMB ID Code(s)	B. Agency Program(s)	(Domestic Assistance Catalog Number)	C. OMB Account Title(s)			
75-1101-0-1-550	Health Statistics	(Catalog No. N/A)	Assistant Secretary for Health			

10. AUTHORIZING LEGISLATION				ACCESSION NUMBER
P.L. NUMBER SEC.	STAT	USC	P.L. Name	
78-410 Sec. 306	58 STAT 682	42 USC 242K	Public Health Service Act	
93-353 Sec. 105	88 STAT 365	42 USC 242K	Health Services Research, Health Statistics, and Medical Libraries Act of 1974	
Sec.	STAT	USC		
Sec.	STAT	USC		

  

11. CONGRESSIONAL RELEVANCE (GAO USE ONLY)			
House Authorizing Committee		House Appropriation Subcommittee	
Senate Authorizing Subcommittee		Senate Appropriation Subcommittee	

  

12. CONTENT (purpose, scope)

The purpose of the center is to collect, analyze and disseminate general purpose vital and health statistics and to develop programs in health, demographic, and related statistics to serve present and future needs of all segments of health and related professions.

Information content includes vital and health data in such areas as natality, mortality, marriage and divorce, morbidity, disability, and use of health services. Information is used to answer requests, as well as, assisting the center in providing consulting services to foreign, state, and local health officials in the field of health statistics. The center's publications include: Vital Statistics of the United States (annual); Monthly Vital Statistics Report; Vital and Health Statistics Series (13 series).

  

13. REMARKS	GAO USE ONLY
	ANALYST
	DATE